

1.	<b>POSITION</b>	<b>General Manager (Human Resources &amp; Industrial Relations) (E-7)</b>	
	SCALE OF PAY (IDA)	18500–450–23900	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	MBA/MSW/ PG Degree/Diploma (two years) in Human Resource/Personnel Management & Industrial Relations.
		Desirable	LLB
	EXPERIENCE	Minimum 12 years of experience in relevant field.	
	Job Description	<ul style="list-style-type: none"> <li>• To Head HR &amp; IR Departments.</li> <li>• To hold overall responsibility for HR &amp; IR functions including employee relations, compensation and benefits, administration and skill development etc.</li> <li>• Effecting Recruitment &amp; Hiring of the contractual staff for project activities/plant operations.</li> <li>• Overseeing the capacity building of HR in organization through HRD and training.</li> <li>• Performance management including performance appraisal (ACR)</li> <li>• Overseeing Implementation of Corporate Social Responsibilities (CSR) and Welfare Management in the Company.</li> <li>• To ensure compliance of all statutory provisions pertaining to labour laws, reservation policy for SC/ST/OBC/Minority/Persons with Physical Disability, maintenance of Roster, Industrial health, safety &amp; welfare as per Factories Act.</li> <li>• Responsible for disciplinary, legal &amp; administration matters. Should have sound knowledge of ID Act, MPIR Act, Conduct Rules etc.</li> <li>• Effective implementation of Promotion Policy of the Company.</li> <li>• Preparation &amp; amendment of HR &amp; IR Policies/Manuals from time to time as per Govt. guidelines.</li> </ul>	

2.	<b>POSITION</b>	<b>General Manager (Project &amp; Works) E-7</b>	
	SCALE OF PAY (IDA)	18500–450–23900	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	BE / B. Tech or equivalent in Pulp & Paper Technology/ Mechanical/ Electrical/ Instrumentation /B. Sc + B. Sc. Tech (Paper / Cellulose).
		Desirable	PG Degree/ Diploma in Management.
	EXPERIENCE	Minimum 12 years of experience in Project Management in the areas of Design/Procurement/Planning/Project Execution and Management. Candidates having experience in Pulp & Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> <li>• To Head the Project Division and hold overall responsibility of the project from commencement to completion.</li> <li>• Sound knowledge of tendering/enquiry/contractual processes.</li> <li>• To plan, schedule, monitor and control the activities of projects from delivery of design documents to as planned and payments thereof.</li> <li>• To provide procurement, sub contracting, and supplier contract management capabilities.</li> <li>• To manage client relationships through effective inter-departmental communication.</li> <li>• Interaction with vendors, consultants and third party inspection agencies to meet project requirements for approval and necessary decisions / clearances.</li> <li>• To maintain co-ordination with Design, Marketing, Commercial, Finance, Civil, HR &amp; IR, Legal and other departments for smooth implementation of the project.</li> <li>• Finalization of tenders, contracts for Civil, Mechanical, Electrical, Instrumentation and other allied works as per project requirement.</li> <li>• To ensure timely reporting of the cost and time variance analysis of the project.</li> <li>• Sound knowledge of export-import laws, procedures and documentations, foreign exchange and taxation issues.</li> <li>• On completion of the project, he will assume charge of GM (Works) and be responsible for overall operation and maintenance of Pulp and Paper plant.</li> </ul>	

3.	<b>POSITION</b>	<b>General Manager (Commercial) E-7</b>	
	SCALE OF PAY (IDA)	18500–450–23900	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	MBA/ PG Degree / PG Diploma (2 years) in Material / Inventory Management or E-Commerce.
		Desirable	BE / B. Tech.
	EXPERIENCE	Minimum 12 years of experience in relevant field. Candidates having experience in Project Management and Procurement of equipments in Pulp & Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> <li>• To administer and Head the Commercial function and support the Project Group.</li> <li>• Procurement of raw materials, chemicals, consumables and other items required in the process of paper manufacturing including general and heavy engineering equipments etc.</li> <li>• To align the structure of Commercial Department with overall strategy and long term needs of the Company.</li> <li>• To ensure the timely availability of materials/machinery/ equipments of required specifications at the least prices and within best possible lead time.</li> <li>• Vendor Development and Management.</li> <li>• Good understanding of Production, Logistics &amp; Supply Chain Management.</li> <li>• Maintenance of Stores, warehouses and inventories to ensure availability of items at optimum inventory levels.</li> <li>• Analytical drive to independently perform market, supplier, and competitor analyses.</li> <li>• To ensure and support different functions of the organization required by Commercial department by adhering to the laid purchase and finance policies for achieving the overall target of the Organization.</li> <li>• Ensuring effective implementation of all the developmental / improvement initiatives directed by the management.</li> <li>• Ensure compliance of company's purchase policy, finance policy, internal audit policy and following the CVC guidelines.</li> <li>• In-depth Knowledge of related tax laws, foreign exchange laws and other statutes / Act(s).</li> </ul>	

4.	<b>POSITION</b>	<b>General Manager (Finance &amp; Accounts) E-7</b>	
	SCALE OF PAY (IDA)	18500–450–23900	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	CA /CMA
		Desirable	CS/MBA/PG Diploma in Finance.
	EXPERIENCE	Minimum 12 years experience in relevant field. Candidates having experience in Project Finance and Management in Pulp & Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> <li>• To head Finance &amp; Accounts department.</li> <li>• To provide vision regarding overall financial health of the Company.</li> <li>• To conduct regular reviews of financial performance of the Company.</li> <li>• Exercising Financial Control in project activities and plant operations.</li> <li>• To oversee timely preparation of Annual budget, periodical actual performance with variance statements and monthly, quarterly &amp; annual accounts.</li> <li>• To exercise effective funds management.</li> <li>• To ensure effective and smooth operations of financial accounts and cost accounts system.</li> <li>• To ensure compliance with all financial and contractual procedures, statutory obligations and policies etc.</li> <li>• Liaisoning with banks, statutory bodies, audit agencies, tax authorities and Government of India for efficient management and compliances.</li> <li>• To provide all necessary financial information, oversee the financial management and timely audit of accounts by Auditors.</li> <li>• To oversee treasury functions, and hedging of forex exposures.</li> <li>• To ensure timely deposit of statutory payments and timely filing of applicable returns.</li> </ul>	

5.	<b>POSITION</b>	<b>Deputy General Manager (Finance) E-6</b>	
	SCALE OF PAY (IDA)	17500–400–22300	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	CA/CMA.
		Desirable	CS/MBA/PG Diploma in Finance.
	EXPERIENCE	Minimum 10 years of experience in relevant field. Candidates having experience in Project Finance and Management in Pulp & Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> <li>• To ensure smooth functioning of Finance and Accounts department.</li> <li>• To assist in ensuring overall financial health of the Company.</li> <li>• To conduct regular reviews of financial performance of organization.</li> <li>• Exercising the Financial Control in project activities and plant operations.</li> <li>• To handle timely preparation of annual budget, periodical actual performance with variance statements and monthly, quarterly &amp; annual accounts.</li> <li>• To handle MIS and ensure timely submission of different reports to Government Authorities &amp; other agencies.</li> <li>• To operate financial systems including taxes, books of Accounts, Bank Reconciliation Statement.</li> <li>• To ensure compliance with all financial and contractual procedures, statutory obligations and policies etc.</li> <li>• To provide all necessary financial information and to handle the management and timely audit of accounts by Auditors.</li> </ul>	

6.	<b>POSITION</b>	<b>Deputy General Manager (Internal Audit) E-6</b>	
	SCALE OF PAY (IDA)	17500–400–22300	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	CA/CMA
		Desirable	CS/MBA/PG Diploma in Finance
	EXPERIENCE	Minimum 10 years of experience in relevant field. Candidates having experience in Project Finance and Management of Audit in Pulp & Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> <li>• Head internal Audit department.</li> <li>• Monitor the authenticity of the financial statements, develop and implement policies on audit oversight, report on financial performance, system and practices to improve effectiveness in IA function.</li> <li>• In-depth knowledge of financial policies, purchase policies, taxation, foreign exchange laws and various statutes / Act(s).</li> <li>• Leading and participating in Audits &amp; reviews, challenge sessions and other exercise to support delivery of functional accountabilities.</li> <li>• Analysis of business information to identify risks, key control, strengths and weaknesses.</li> <li>• Developing and communicating insights and messages effectively to the concerned, Board of Directors, CAG etc.</li> <li>• Helping to form an objective opinion of the Company's system of Internal Control.</li> </ul>	

7.	<b>POSITION</b>	<b>Deputy General Manager (Utility) E-6</b>	
	SCALE OF PAY (IDA)	17500–400–22300	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	BE/B. Tech. or equivalent in Mechanical/Electrical/Instrumentation with 1 <sup>st</sup> Class BOE (Boiler Operation Engineer)
		Desirable	PG Degree / Diploma in Management.
	EXPERIENCE	Minimum 10 years of experience in relevant field. Candidates having experience in modern high-pressure boiler / turbine / process water supply and other utilities in Pulp & Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> <li>• To head the team of Power House, Electrical Department, Water Supply and Instrumentation Department.</li> <li>• Responsible for Operations &amp; maintenance of Power plant and other auxiliary plants like high pressure coal fired boilers, steam turbines, DM plant, cooling towers, compressors &amp; refrigeration etc.</li> <li>• To ensure uninterrupted supply and distribution of all the utilities.</li> <li>• To improve the efficiency of the existing installations of plants with optimum investment.</li> <li>• Responsible for inter departmental co-ordination.</li> <li>• Comply with the statutory laws on energy efficiency, safety of high pressure vessel and equipments, environment health &amp; safety and Manpower etc.</li> </ul>	

8.	<b>POSITION</b>	<b>Deputy General Manager (Maintenance) E-6</b>	
	SCALE OF PAY (IDA)	17500–400–22300	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	BE/B. Tech. or equivalent in Mechanical/Electrical/Instrumentation.
		Desirable	PG Degree/PG Diploma in Project and Industrial Management/ BOE Certificate.
	EXPERIENCE	Minimum 10 years of experience in relevant field. Candidates having experience in Pulp & Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> <li>• Lead the team of Plant-Maintenance function and will have overall responsibilities for workshop and maintenance of Plant and Machinery.</li> <li>• To assist production departments in smooth and efficient operations and production in the company.</li> <li>• To effectively plan Maintenance program including Predictive and Preventive Maintenance to ensure the efficiency of all the plants and machineries.</li> <li>• Responsible for overall plan, organize, direct, control, and coordinate with project/maintenance teams of plant and machinery.</li> <li>• To ensure the compliance with statutory requirement on health and safety and other regulatory policies effective from time to time.</li> <li>• To ensure development of SOPs for plant and machinery, safe working environment so as to achieve and enhance productivity.</li> <li>• Close coordination with design, Marketing, commercial, finance, civil, HR &amp; IR, legal etc. for effective maintenance of plant and machinery.</li> </ul>	



9	<b>POSITION</b>	<b>Deputy General Manager (Civil) E-6</b>	
	SCALE OF PAY (IDA)	17500–400–22300	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	BE/B. Tech. in Civil /Structural Engineering.
		Desirable	PG Degree in Civil /Structural Engineering /MBA / PG Diploma in Project Management.
	EXPERIENCE	Minimum 12 years of experience in relevant field. Candidates having experience in Civil Project execution and co-ordination preferably in Newsprint/Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> <li>• To head Civil Department and work closely with Works and assist Project Department in timely execution of project.</li> <li>• To ensure inter alia construction management planning in line with the overall accounting and control, providing technical direction and ensuring compliance with quality standards and regulatory requirement.</li> <li>• To assist in plan and specification analysis in order to provide clear, traceable and coordinated interpretations of the design / drawings for construction.</li> <li>• To be responsible for quality measurements, certifications and approval of civil contracts.</li> <li>• To assist Project Management Consultants in tendering process, floating of bids, awarding of contracts and co-ordination with firms, vendors and suppliers of goods and services including techno-commercial negotiations, settling of disputes/ clarification during execution of projects.</li> <li>• Knowledge of Contractual Establishment, Tendering Process, Taxes, Levies, Labour laws, Statutory Compliance, Project and Inventory Management.</li> <li>• To maintain accurate and up to date logs (RFQ, Vendor/ Subcontractor, Purchase, and Owner etc.), track responses and advice the Project Manager and Superintendent of the status of RFIs.</li> <li>• As a member of project steering team, he will participate in project review meetings, evaluation of project progress and de-bottlenecking.</li> <li>• To monitor field work, including contract work, to ensure compliance with company standards, procedures, specifications and codes.</li> <li>• To conduct quality control activities in accordance with instructions, inspection programs, using specified control measuring and testing equipment.</li> <li>• To prepare MIS reports in respect of costs, resource deployment, time overrun and quality compliance to ensure timely execution of project.</li> </ul>	

10.	<b>Position</b>	<b>Deputy General Manager (Systems) E-6</b>	
	Scale of Pay (IDA)	17500–400–22300	
	Upper Age Limit	50 Years	
	Qualification	Essential	BE/B. Tech. in IT/Computer Science OR MCA or M. Sc.(IT)
		Desirable	Certified Network Engineer/Programmer.
	Experience	Minimum 12 years of experience in relevant field. Candidates having experience in managing EDP/IT, Audit setup and Management of Company's Data in a regulated environment with good knowledge of complying Government Guidelines shall be given preference.	
	Job Description	<ul style="list-style-type: none"> <li>• Designs, specifies, configures, installs and maintains LAN, WAN, VPN and System hardware and software to assure timely, secure and reliable processing of data as per requirement.</li> <li>• Ensure performance and maintenance of network file servers, PC workstations, printers, routers, switches, modems, cabling and Internet communications devices to assure timely, secure and reliable access to Center data as required by all locations and all authorized users.</li> <li>• Ability to maintain and upgrade network and application software as needed.</li> <li>• Develop and implement policies and procedures related to network hardware and software acquisition, use, support, security, and backup.</li> <li>• Ability to train users on software and equipment usage.</li> <li>• Responsible for the daily maintenance, testing, and safeguarding of network and other PC data file backup media and proper storage.</li> <li>• Develop and communicate standards for use, operations, and security of network, personal computers, and data.</li> <li>• Active communication with other departments to report and resolve hardware, software and operations problems.</li> <li>• Consults with other department managers to develop system solutions consistent with organizational strategies and objectives.</li> <li>• Ensure computer based reports to support administrative and financial decision making and external/ internal reporting. Develop and maintain data bases and website as requested.</li> <li>• Development of information system plans, recommendation for selection of hardware and software applications, and maintenance of system, researching and evaluating new technologies and assisting with contract negotiations.</li> <li>• Other duties as assigned should be responsible for running and maintaining large enterprise class servers and databases and enterprise comprising LAN, WAN and VPN networks. Major responsibilities include planning, strategizing and overseeing the selection and maintenance of appropriate software, hardware and network technologies. Must liaise with vendors of hardware, software and internet service providers; advise the top management about the path forward in Information Technology. Should have headed the IT Department of a large manufacturing organization at least for 3 years.</li> </ul>	

11.	<b>Position</b>	<b>Senior Manager (Instrumentation)E-5</b>	
	Scale of Pay (IDA)	Rs.16000–400–20800	
	Upper Age Limit	40 Years	
	Qualification	Essential	BE/B. Tech. or equivalent in Instrumentation Engineering.
		Desirable	PG Degree/PG Diploma in Management.
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• Minimum 10 years of experience in relevant field.</li> <li>• Experienced in the planning and executing instrumentation engineering design, modeling and analysis of instruments and control engineering requirements on a project, tender or proposal or project scope of work. Experience in DCS &amp; QCS /ICS.</li> <li>• Experience in preparation of project proposals and pre–qualification documents relating to instrumentation engineering design.</li> <li>• Experience in commissioning of all instrument and process control equipments.</li> <li>• Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	

12.	<b>Position</b>	<b>Manager (Electrical) E-4</b>	
	Scale of Pay (IDA)	Rs.14500–350–18700	
	Upper Age Limit	35 Years	
	Qualification	Essential	BE/B. Tech. or equivalent in Electrical Engineering.
		Desirable	PG Degree/PG Diploma in Energy Management/Electrical Science.
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• Minimum 8 years of experience in relevant field.</li> <li>• Handling installation, commissioning, operation and maintenance of LT/HT electrical equipments switchgears etc and similar technical function.</li> <li>• Experience in project implementation and compliance to applicable codes, accepted practice and developing company electrical standards. Experience in DCS &amp; QCS /ICS.</li> <li>• Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	

13. & 14.	Position	Manager (Civil) E-4		Deputy Manager (Civil) E-3
	Scale of Pay (IDA)	Rs.14500–350–18700		Rs.13000–350–18250
	Upper Age Limit	35 Years		32 Years
	Qualification	Essential	BE/B. Tech. in Civil/Structural Engineering.	
		Desirable	PG Degree in Engineering/MBA/PG Diploma in Project Management.	
	Experience & Job Specification	<ul style="list-style-type: none"><li>• Minimum experience of 8 years for Manager and 6 years for Deputy Manager in relevant field.</li><li>• In depth knowledge of civil construction &amp; maintenance.</li><li>• Experienced in the construction/maintenance of industrial, commercial and residential infrastructures development works and project planning, estimation, tendering and execution and project monitoring of concrete, structural and/or pre-engineered/pre-cast buildings.</li><li>• Record measurement &amp; prepare contractor's bill for construction &amp; maintenance of buildings, roads, water distribution system, sanitary system &amp; various plants in the factory.</li><li>• Supervise any construction site independently.</li><li>• Knowledge of Auto CAD shall be treated as added advantage.</li><li>• Candidates having experience in Pulp and Paper Industry shall be given preference.</li></ul>		

15.	<b>Position</b>	<b>Manager (De-inking Plant) E-4</b>	
	Scale of Pay (IDA)	Rs.14500–350–18700	
	Upper Age Limit	35 Years	
	Qualification	Essential	BE/B. Tech. or equivalent in Pulp & Paper Technology/Chemical Engineering.
		Desirable	PG Diploma in Management/Pulp & Paper Technology.
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• Minimum 8 years of experience in relevant field.</li> <li>• Only candidates having experience in a large size Pulp and Paper mill in the operation of Pulp Mill/De-inking Plant/Pulp line need to apply.</li> </ul>	

16.	<b>Position</b>	<b>Assistant Manager (De-inking Plant) E-2</b>	
	Scale of Pay (IDA)	Rs.10750–300–16750	
	Upper Age Limit	30 Years	
	Qualification	Essential	BE/B. Tech. or equivalent in Pulp & Paper Technology/Chemical Engineering with minimum 55% of marks.
		Desirable	PG Diploma in Management/Pulp & Paper Technology.
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• Minimum 4 years of experience in relevant field.</li> <li>• Only candidates having experience in a large size Pulp and Paper mill in the operation of Pulp Mill/De-inking Plant/Pulp line need to apply.</li> </ul>	

17.	<b>Position</b>	<b>Assistant Manager (Captive Power Plant) E-2</b>	
	Upper Age Limit	30 Years	
	Qualification	Essential	BE/B. Tech. or equivalent Mechanical/Electrical/Instrumentation with minimum 55% of marks and 1 <sup>st</sup> Class BOE (Boiler Operation Engineer)
		Desirable	PG Degree/PG Diploma in Management
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• Minimum 4 years of experience in relevant field in installation, erection and commissioning, operation and maintenance of LT/HT electrical equipments, captive power plant and other auxiliaries plant like high pressure coal fired boiler, steam turbines, DM Plant, cooling tower, compressor, refrigeration etc. and knowledge of DCS &amp; QCS /ICS.</li> <li>• Should have knowledge of statutory laws on energy efficiency, environment health and safety.</li> <li>• Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	

18.	<b>Position</b>	<b>Deputy Manager (Project–Commercial) E-3</b>	
	Scale of Pay (IDA)	Rs.13000–350–18250	
	Upper Age Limit	32 Years	
	Qualification	Essential	MBA/PG Degree/PG Diploma (2 Years) in Material/Inventory Management or e–Commerce
		Desirable	BE/B. Tech.
	Experience & Job Specification	<ul style="list-style-type: none"> <li>Minimum 6 years of experience in relevant field and well conversant with the public procurement policy &amp; procedures, tender systems, stores &amp; finance working, Government taxes &amp; regulations, custom/import procedures, e–procurement and ERP/SAP.</li> <li>Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	
	<b>Position</b>	<b>Assistant Manager (Project–Commercial) E-2</b>	
	Scale of Pay (IDA)	Rs.10750–300–16750	
	Upper Age Limit	30 Years	
	Qualification	Essential	Regular MBA/PG Degree/PG Diploma (2 Years) in Material/Inventory Management or e–Commerce with minimum 55% of marks
		Desirable	BE/B. Tech.
	Experience & Job Specification	<ul style="list-style-type: none"> <li>Minimum 4 years of experience in relevant field and well conversant with the public procurement policy &amp; procedures, tender systems, stores &amp; finance working, Government taxes &amp; regulations, custom/import procedures, e–procurement and ERP/SAP.</li> <li>Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	

19.	<b>Position</b>	<b>Deputy Manager (Logistics) E-3</b>	
	Scale of Pay (IDA)	Rs.13000–350–18250	
	Upper Age Limit	32 Years	
	Qualification	Essential	MBA/PG Degree/PG Diploma (2 Years) in Material/Inventory Management or e–Commerce
		Desirable	BE/B. Tech.
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• Minimum 6 years of experience in relevant field.</li> <li>• Experience in handling logistic function such as procurement, transportation, warehousing, contact suppliers and service providers to resolve orders and shipment discrepancies. Handling import of machineries and Bank LC.</li> <li>• Experience in handling commercial activities and audits.</li> <li>• Experience in project logistics, purchasing and installation, public procurement policy &amp; procedures, tender systems, stores &amp; finance working, Government taxes &amp; regulations, custom/import procedures, e–procurement and ERP/SAP.</li> <li>• Implement and maintain agreements with clients.</li> <li>• Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	
	<b>Position</b>	<b>Assistant Manager (Logistics) E-2</b>	
	Scale of Pay (IDA)	Rs.10750–300–16750	
	Upper Age Limit	30 Years	
	Qualification	Essential	Regular MBA/PG Degree/PG Diploma (2 Years) in Material/Inventory Management or e–Commerce with minimum 55% of marks
		Desirable	BE/B. Tech.
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• Minimum 4 years of experience in relevant field.</li> <li>• Experience in handling logistic function such as procurement, transportation, warehousing, contact suppliers and service providers to resolve orders and shipment discrepancies. Handling import of machineries and Bank LC.</li> <li>• Experience in handling commercial activities and audits.</li> <li>• Experience in project logistics, purchasing and installation, public procurement policy &amp; procedures, tender systems, stores &amp; finance working, Government taxes &amp; regulations, custom/import procedures, e–procurement and ERP/SAP.</li> <li>• Implement and maintain agreements with clients.</li> <li>• Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	

20.	<b>Position</b>	<b>Deputy Manager (Project–Finance) E-3</b>	
	Scale of Pay (IDA)	Rs.13000–350–18250	
	Upper Age Limit	30 Years	
	Qualification	Essential	CA/CMA
		Desirable	CS/MBA/PG Diploma in Finance
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• Minimum experience of 2 years in relevant field.</li> <li>• Should have exposure in the areas of project finance, resource mobilization, fund management, bank LCs, cost control &amp; performance monitoring, public procurement policy &amp; procedures, tender systems, stores &amp; finance working, Government taxes &amp; regulations, custom/import procedures, e–procurement and ERP/SAP and well conversant with Government guidelines &amp; financial policies.</li> <li>• Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	
	<b>Position</b>	<b>Assistant Manager (Project–Finance) E-2</b>	
	Scale of Pay (IDA)	Rs.10750–300–16750	
	Upper Age Limit	28 Years	
	Qualification	Essential	CA/CMA with minimum 55% of marks
		Desirable	CS/MBA/PG Diploma in Finance.
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• Upto 2 years experience in relevant field.</li> <li>• Should have knowledge in the areas of project finance, resource mobilization, fund management, bank LCs, cost control &amp; performance monitoring, public procurement policy &amp; procedures, tender systems, stores &amp; finance working, Government taxes &amp; regulations, custom/import procedures, e–procurement and ERP/SAP and well conversant with Government guidelines &amp; financial policies.</li> <li>• Preference shall be given to experienced candidates.</li> </ul>	



21.	<b>Position</b>	<b>Project Officer (Back Office Management) E-1</b>	
	Scale of Pay (IDA)	Rs.8600–250–14600	
	Upper Age Limit	28 Years	
	Qualification	Essential	BE/B. Tech. in IT/CS/MCA with minimum 55% of marks
		Desirable	PG Degree/PG Diploma in Management
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• 2 years of experience in relevant field handling documentation and maintenance of project records in MS-Project software and hands of experience in Auto CAD / ERP with office management skills.</li> <li>• Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	

22.	<b>Position</b>	<b>Assistant Officer (Stores)</b>	
	Scale of Pay (IDA)	Rs.6000–190–9040	
	Upper Age Limit	28 Years	
	Qualification	Essential	M. Com. and PGDCA with minimum 55% of marks
		Desirable	MBA
	Experience & Job Specification	<ul style="list-style-type: none"> <li>• 2 years of experience in relevant field in stores, inventory &amp; transport management.</li> <li>• Should have knowledge of customs, Government taxes &amp; regulations and Central Excise.</li> <li>• Knowledge of ERP/SAP.</li> <li>• Candidates having experience in Pulp and Paper Industry shall be given preference.</li> </ul>	

## **Terms and conditions**

### **Qualification and Experience:**

- (i) Minimum essential and desirable qualification and experience required for all the positions shall be as indicated above.
- (ii) All qualifications (academic/professional) should be from a recognized University/Institute as notified by AICTE/UGC from time to time/should be recognized by Government statutory body.
- (iii) Candidates from other PSUs/ Government organizations should be working either in same pay scale or have at least 2 years experience in next lower pay scale/ Grade or equivalent level/ post profile for other organizations.
- (iv) Departmental candidates fulfilling the terms and conditions of advertisement and presently in the next lower level of the post advertised may also apply.
- (v) Age limit and minimum experience should be as on 31.07.2014.
- (vi) Computer knowledge/skills will be a mandatory requirement.

### **Relaxation:**

Relaxations for SC/ST/OBC/PWD/Ex-servicemen candidates will be as per Government Directives and Certificate for the same should be submitted with the application duly issued by the Competent Authority. The OBC candidates who belong to "Creamy Layer" are not entitled for relaxation admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR) / General.

### **Application Fee:**

Candidates belonging to General and OBC category are required to pay a non-refundable application fee of Rs.500/- (Rupees Five Hundred only) by DD/Pay Order drawn in favour of Nepa Limited payable at Nepanagar (MP). Payment in any other manner will not be accepted. Fee once paid will not be refunded. Candidates belonging to SC/ST/PWD categories and departmental candidates are exempted from payment of application fee.

### **Travelling Allowance:**

Candidates attending the interview will be reimbursed to and fro fare in train/Bus fare from the shortest route subject to production of tickets as under:

S. No.	Posts	Class
1	GM & DGM	AC 1 <sup>st</sup> Class / Bus
2	Sr. Manager / Manager	AC 2 <sup>nd</sup> Class / Bus
3	Dy. Manager / Assistant Manager	AC 3 <sup>rd</sup> Class / Bus
4	Officer / Assistant Officer	II SL Class / Bus

### **Selection Procedure :**

Selection will be made through interview of short listed candidates. Merely fulfilling the eligibility criteria does not entitle the candidate to be called for interview. Nepa Limited reserves the right to raise the minimum eligibility standards etc. in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of Nepa Limited in this regard will be final.

### **Emoluments :**

Selected candidates will be placed in the respective pay scale with one-year probation. Basic pay and DA (at present 223% on basis pay) will be payable. Other benefits like company accommodation on normal rent basis, Medical facility for self and dependents, Conveyance allowance, canteen allowance will be payable. In addition candidate will also be entitled to leave, leave encashment, LTC and LTC encashment, contributory PF and Gratuity.

All the above benefits are governed by the Policy/Rules of the company as amended from time to time.

Looking to qualification and experience, fixation of salary with additional increments shall be considered for deserving candidates as per Company Rules and executives getting higher gross salary in Government organization will be protected. If the candidate is not found suitable for the post interviewed then appointment in one step lower level shall be considered subject to advertisement of that vacancy.

### **How to Apply:**

Candidates fulfilling the advertisement criteria should submit their application only in the prescribed format duly signed and affixing latest passport size photograph along with attested copies of the following testimonials/documents:

- Document in support of Date of Birth proof.
- All certificates/testimonials in respect of qualifications from matriculation onwards.
- Caste certificate/Medical Certificate in case of PWD/Ex-servicemen proof may be submitted by candidates claiming relaxation.
- Experience certificate/documents issued by previous employer in support of experience as mentioned in application form.
- NOC/Forwarding letter in case candidate employed in PSU/Central/ State/Semi-Government organizations.

Candidates applying for more than one post must apply separately for each post with application fee and ensure that he/she submits all the documents as mentioned above. In the event of failure candidature of such candidate shall, be liable to be rejected.

Persons discharged/dismissed from service on disciplinary grounds from any organization need not apply.

Before applying, candidates should ensure that he/she fulfils the requirements mentioned in the advertisement. The company would be free to reject any application at any stage of recruitment process, if the candidate is found ineligible.

Application complete in all respect along with the attested testimonials documents should be sent in sealed envelope subscribing "Application for the post of \_\_\_\_\_" to the following address:

**Manager (P&A)  
Nepa Limited, Nepanagar, Dist – Burhanpur  
Madhya Pradesh – 450 221**

The application must reach the above address within 10 days from the date of publishing the advertisement. The company will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained.

**Health / Medical Fitness:**

Appointment will be subject to the candidate being medically fit as per certification of the CMO Nepa Limited Hospital.

**General Instructions:**

***Candidates who have applied against the Advertisement No.02/2014 for the posts from Senior Manager (Instrumentation), Managers (Electrical, Civil and De-inking Plant), Deputy Manager (Civil), Assistant Managers (De-inking Plant and Captive Power Plant), DM/AM (Project-Commercial, Logistics and Project-Finance), Project Officer (Back Office Management) and Assistant Officer (Stores) and advertisement no. 04/2014 for all the advertised posts need not re-apply. The applications of such candidates, who have applied earlier and found eligible, will be considered by the Company against current advertisement. However, such candidates may also send fresh application for his/her updated profile, if he/she so wishes. Fresh application fee is not required in such cases.***

The Management reserves the right to fill or not to fill the above positions without assigning any reason whatsoever.

The prescribed qualification/experience is the minimum and mere possession of the same does not entitle a candidate to be called for interview. In this regard, the company's decision shall be final.

Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to the recruitment against this advertisement will be jurisdiction of Burhanpur District Court only.

**Manager (P&A)  
Nepa Limited,  
Nepanagar (MP)**